

ALDERTON PARISH COUNCIL

Locum Clerk: Ruth Waller, Copperfields, Colman, Temple Guiting, GL54 5RT
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DRAFT MINUTES: of a Parish Council meeting held in Alderton Village Hall, Alderton, on Tuesday 16 August 2022 commencing at 7.30pm.

PRESENT: Parish Councillors: Nicki Broderick (Chairman), John Kettle, Keith Page, Dennis Rayton, Yasmin Shaikh and Mike West

In attendance: Ruth Waller, Locum Clerk and four members of public

220816/01 To receive and consider apologies for absence and confirm the meeting is quorate.

No apologies received – all Councillors present.
Apologies were also received from Borough Cllrs. J. Mason and J. Murphy.
The Clerk confirmed that the meeting was quorate.

220816/02 To receive comments from members of the public

The following issues were raised at the meeting:

- The proposed development on Willow Bank Road included access to the Allotments. This would be a security risk to neighbouring gardens.
Council responded that they had already made the developers aware of this error.
- Enquiry regarding Surveyors on the allotment site
Clerk confirmed that these had been contracted by Gloucestershire County Council to temporarily mark out the allotment boundary in order to create a new plan of the allotments.
- Concern raised regarding the volume and speed of traffic through the village.
Action: Clerk to request a speed survey from GCC Highways
- Email from resident regarding allocation of allotment behind no. 30 Willow Bank Road.
Due to Data Protection council was unable to comment further on this.
- Second Freedom of Information request for a copy of the quote for allotment works.
Clerk advised that a copy of this quote should be provided to the resident, in line with ICO guidance.
- Email from resident relating to the accuracy of minutes from meeting held on 16 November 2021.
Action: Chairman to draft a response to the resident on the above matters

220816/03 To receive Declarations of Interest in items on the agenda

Cllr. Rayton declared an Interest relating to Agenda Item 14 – allotments. Clerk advised there was a dispensation in place in relation to this enabling Cllr. Rayton to fully contribute to this item.

220816/04 To consider residents complaint regarding ivy and agree actions

COUNCIL AGREED that quotes would be obtained for the ivy to be cut at the base and killed and for the mowing of the grass. The removal of the ivy on the wall will be left for the resident's attention, as the wall is his property.

Action: Clerk to obtain quotes for the above work, once it has been agreed by the resident.

220816/05 To confirm and sign the minutes of the Parish Council meeting held on 19 July 2022

Council noted that contents included in Appendix A were incorrect. This was to be amended prior to publication on the website.

With this amendment, the content of the minutes were approved and duly signed by the Chairman as a correct record.

- 220816/06 To receive the Clerk's Report**
The Clerk's Report had been circulated to Members prior to the meeting and its contents noted. The following additional correspondence had noted:
- Consultation on Short-term holiday lets
- COUNCIL AGREED** to submit the following comment: Short-term lets are generally detrimental to the countryside. Stricter registration and monitoring was required.
- Opt out Communication from SSAA (External Audit). Clerk to investigate further and add as agenda item for next meeting.
- 220816/07 To receive a report from the Borough Councillor**
Tewkesbury Borough Cllrs. Mason and Murphy had sent their apologies prior to the meeting. No report received.
- 220816/08 To receive a report from the County Councillor**
No report received.
- 220816/11 Finances – documents circulated prior to the meeting**
- COUNCIL APPROVED** the bank reconciliation for 31 July 2022. (Appendix A)
 - COUNCIL APPROVED** the August Payments list (Appendix B)
Interest received of £0.22 was noted.
 - Budget Monitoring Report** completed but discrepancies had been noted by Cllrs and the Responsible Finance Officer (RFO).
COUNCIL AGREED to commence an independent Review of the accounts for 2022. RFO advised that an Internal Finance checklist should also be completed at the next meeting.
 - To receive an update on the external audit submission**
Further clarification had been requested relating to the variances form. The RFO had now submitted a second version containing a more detailed explanation.
- 220614/12 Planning**
- To receive report following meeting with Black Box Planning Ltd and agree actions**
Members had met from representatives from the Developers and landowners prior to this Council meeting.
This was to discuss a new proposal for a large development on Land East of Willow Bank Road. No formal application had yet been submitted. A public meeting had been requested at this meeting.
 - To receive update report on the CALA homes development and any other Planning Matters**
Severn Trent were to commence work on the 11 September 2022 for the replacement of Pipe Bridge – exposed sewer pipe that crosses stream by Arch bridge Willowbank Road. The full objection response relating to 22/00624/OUT land East of St. Margaret's Drive, would be submitted by 19 August 2022.
- 220816/13 To consider response from GCC Legal Department regarding weight limit on Willow Bank Road bridge and agree actions**
COUNCIL AGREED that further investigation was required and to obtain a copy of the Road Traffic Order.
- 220816/14 Allotments**
- To consider proposed changes to the Shed Tenancy agreements**
COUNCIL APPROVED the proposed amendments to the Equipment Shed Tenancy for Alderton Allotment Association (AAA).
 - To consider any other matters relating to the Allotments and agree actions**
Remaining tenancies for new plot holders would be sent w/c 22 August 2022. Two further tenants had relinquished their plots – one Apprentice and one on the Southern border.
- 220816/15 To consider any matters relating to the Changing Facility and Playing Field and agree actions**
Following a complaint regarding the state of the pitch, **COUNCIL AGREED** to obtain a from Parks and Landscapes Ltd., to inspect and maintain the pitch in a good state of repair to enable games to restart.

- 220816/16 To note any Highways matters raised and agree action**
 As noted in item 12, Severn Trent were to commence work on the 11 September 2022 for the replacement of Pipe Bridge – exposed sewer pipe that crosses stream by Arch bridge Willowbank Road.
 Potholes throughout the village remained an issue.
 Action: Clerk to raise this matter with the local Area Manager.
 The use of the Council's VAS sign would be raised as an agenda item at the next meeting.
- 220816/17 To note agenda items for the next Parish Council Meeting**

 - VAS sign and insurance
 - SAAA Opt-out Communication
- 220816/18 To resolve that due to the sensitive nature of the business about to be transacted, the public and press will be excluded from the meeting for the following agenda item:**
RESOLVED
 10.10pm Clerk and members of the Public left the meeting. Chairman thanked everyone for attending.
- 220816/19 To confirm proposed advert, as circulated to Members prior to the meeting, for the role of Permanent Clerk/RFO and agree actions**
COUNCIL AGREED to advertise the Parish Clerk position in the Alderton Newsletter which will be published at the end of August, on GAPTC's Website and with INDEED. With a deadline of 30 September and interviews the week commencing 17 October.

The Chairman concluded the meeting at 11pm.

Next Parish Council Meeting: **20 September 2022, 7pm** in the Village Hall. (Please note change of time).

These draft minutes are subject to approval at the next Parish Council Meeting

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 Chairman

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 Date

2022/23 Meeting Dates: - 20 Sep, 18 Oct, 15 Nov, 13 Dec 2022
 17 Jan, 21 Feb, 21 March, 18 April, 16 May, 20 June, 18 July, 15 Aug, 19 Sep, 17 Oct, 21 Nov and 19 Dec 2023.

APPENDIX A

ALDERTON PARISH COUNCIL						
BANK RECONCILIATION						
Period to: 31st July 2022						
Lloyds TSB Current & Deposit A/cs			£	£		
Balance per Treasurers Acc	31st July			2869.33		
Balance per Business Acc	31st July			23929.68		
				26799.01		
Less:						
outstanding/unpresented cheques						
				0.00		
Reconciled balance				26799.01		
Cash Book Summary						
Opening balance 1.4.22				17272.34		
Add: receipts to date				16300.31		
Less: payments to date				6773.64		
				26799.01		
Cash Book balance				26799.01		

APPENDIX B

August 2022 Payment Schedule

Payee	Details	Net amount	VAT	Total	Purpose	Authority
Southern Electric	DD	£7.16	£0.35	£7.51	Phone box electricity (Defib) 2.5.2020 - 1.6.2020	PHA 1936, s,234
EDF Energy	DD	£17.00	£0	£17.00	Changing Facility electricity – June payment	LG(MP)A 1976 s.19
B & W Hire Ltd	FPO	£176.00	£35.20	£211.20	Toilet hire (Allotments) 24.3.22 – 31,3,22	LGA 1972 s.111
Greenfields Garden Services Ltd.	FPO	£180.00	£36.00	£216.00	Grasscutting at Beckford Rd x 2 visits (April)	LG(MP)A 1976 s.19
Greenfields Garden Services Ltd.	FPO	£180.00	£36.00	£216.00	Grasscutting at Beckford Rd x 2 visits (May)	LG(MP)A 1976 s.19
Greenfields Garden Services Ltd.	FPO	£180.00	£36.00	£216.00	Grasscutting at Beckford Rd x 2 visits (July)	LG(MP)A 1976 s.19
Water Plus	FPO	£18.22	£0	£18.22	Water Supply: Changing Rooms (Millennium Copse)	LG(MP)A 1976 s.19
Water Plus	FPO	£95.46	£0	£95.46	Water Supply - Allotments	LG(MP)A 1976 s.19
HMRC	CHQ	£81.80	£0	£0	Tax (Clerk's Salary)	LGA 1972 s.111
J. Appleton	FPO	£41.65	£8.33	£49.98	Stinkyink – toner for newsletter printer	LGA 1972 s.111
GP Morrison	FPO	£1,000	£200	£1,200	Allotment – Sothern Track	LG(MP)A 1976 s.19
GP Morrison	FPO	£1,000	£200	£1,200	Allotment – Sothern Track	LG(MP)A 1976 s.19
GP Morrison	FPO	£500	£100	£600	Allotment hedge/levelling	LG(MP)A 1976 s.19

Receipts received:

- Interest: 0.22